



## MINUTES OF PLANNING BOARD MEETING

Monday, August 1, 2016

WINDSOR TOWN OFFICE

Note: These minutes may not be considered an official public record until such time as they are read and accepted by the Planning Board Members.

Members present: Carol Chavarie, Carolyn Perry, Scott Farwell and Jerry Nault

Members absent: Tom Squiers and Bill Appel

Others present: Tom Reed and Tom McNaughton

### Call to Order

The meeting was called to order at 7:00 p.m., by Chairperson Carol Chavarie.

### Previous Meeting Minutes, Consideration & Action

**Jerry Nault moved that the minutes from the May 2, 2016 Planning Board meeting be accepted with one clarification. Carolyn Perry seconded, Chair Carol Chavarie abstained, all others approved, 3-0.**

Public Comment—No public comment.

### Unfinished/Old Business

Planning Board Materials: Jerry Nault reported on the Planning Board materials organization project. The group is organizing the materials by creating:

- A card file by Subdivision name;
- A card file arranged chronologically by approval date, and
- Envelopes labeled with that same information, filed chronologically.

Carolyn Perry suggested adding Registry of Deeds information (Book and Page) to the label, which the group agreed to consider. Jerry, Carol and Tom will continue to work on this project.

New Business—None

### Adjournment

The meeting was adjourned at 7:20 p.m.

**The next regular Planning Board meeting is scheduled for Monday, November 7, 2016, at 7:00 pm, and will occur on a quarterly basis until further notice.**

Respectfully Submitted,  
Scott Farwell, Secretary